

**** Please Print Clearly ****

*****Do not email completed form*****

Name of Owner _____
 Business Name _____
 Business Address _____
 EIN _____
 Principal Business _____

Yes	No	Did you "materially participate" in the operation of business in 2019 ?
Yes	No	Did you make any payments that would require you to file Form 1099 ?
Yes	No	If yes, did you or will you file all required Form(s) 1099 ?

INCOME

\$ _____ Total Income Received
 \$ _____ Returns and Allowances

COST OF GOODS SOLD

\$ _____ Purchases
 \$ _____ Labor / Subcontractors
 \$ _____ Materials and Supplies

Ending Inventory @ 12/31/2019 \$ _____

EXPENSES

\$ _____ Advertising
 \$ _____ Parking and Tolls
 \$ _____ Commissions and Fees
 \$ _____ Outside services (1099's Issued)
 \$ _____ Employee benefit programs
 \$ _____ Insurance
 \$ _____ Mortgage interest **Attach 1098**
 \$ _____ Other interest
 \$ _____ Legal and Professional Fees
 \$ _____ Office expense
 \$ _____ Pension and Profit-sharing plans
 \$ _____ Rent or Lease (vehicles, machinery, and equipment)
 \$ _____ Rent or Lease (other - building)
 \$ _____ Repairs and Maintenance
 \$ _____ Supplies
 \$ _____ Taxes and Licenses
 \$ _____ Travel
 \$ _____ Deductible meals
 \$ _____ Utilities
 \$ _____ Wages (attach quarterly payroll reports)

Auto Expense

Total Miles _____ Business Miles _____
 Year, Make, and Model of Vehicle _____
 Date vehicle placed in service for business purposes
 (MM,DD,YY) _____
 Was your vehicle available during off duty hours ? **Yes No**
 Do you have another vehicle available for personal use ? **Yes No**
 Do you have evidence to support your deduction ? **Yes No**

Large Purchases (to be capitalized and depreciated)
Attach receipts for these items (do not include in other totals)
 Vehicle, Equipment, Furniture, Computers, etc.

2019 Business Checklist Continued

OTHER EXPENSES

<u>Amount</u>	<u>Description</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

HOME OFFICE DEDUCTION

**Your home office MUST be a SEPARATE ROOM used STRICTLY for your business

ALLOCATION

_____	Total Area of Home (Square Footage)
_____	Area used <u>EXCLUSIVELY</u> for business

EXPENSES

<i>Attach Form 1098</i>	Mortgage interest
\$ _____	Real estate taxes
\$ _____	Insurance (home owners)
\$ _____	Rent
\$ _____	Repairs and Maintenance
\$ _____	Utilities

OTHER EXPENSES

<u>Amount</u>	<u>Description</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

**** IMPORTANT ****

Please retain receipts for your records.
Only submit those specifically requested for large purchases.

FOR OFFICE USE ONLY

Home office	\$ _____
Tax prep	\$ _____
Depreciation	\$ _____
Mileage	\$ _____
	\$ _____
	\$ _____
Total Expenses	\$ _____
Net profit or loss	\$ _____

*** DO NOT EMAIL ***